



ATHLETIC FACILITY RENTAL AGREEMENT

Renters Name: (must be 18 or over)								
Name of Person Receiving Deposit: Deposits paid with a credit will be refunded back to the card unless specified otherwise								
Mailing Address/City/State/ZIP: (needed to mail deposit refunds)								
Contact Phone:					Alternate Phone:			
Email:								
Date of Event:				Start Time		End Time		Estimated Attendance
Description of Event:					Will there be Alcohol? _____ Yes _____ No		Will there be amplified music? _____ Yes _____ No	
Will you have a moonwalk, waterslide or any other type of inflatable or ride? _____ YES _____ NO (PARKS ONLY)								
Name of company you will be renting from? _____ (Rental receipt, certificate of liability listing the City of Lake Jackson, and State Inspection certification required) See page 2 #6 for requirements								
Events with amplified music (live music, DJ, etc.) alcohol, or 100 or more people in attendance, require an additional deposit of \$200. (Does not apply to hourly practice rentals).								
Ball Field Light Code:			To turn on Ball Field lights you must enter the code in the key pad located on the Field House near restrooms. Code are only good for you event.					
Circle Field Renting				Facility	Rental	Fee		Deposit
1	2	3	4	MacLean Adult Softball Flds	Hourly	\$20/Per Field		N/A
1	2	3	4	MacLean Adult Softball Flds	Daily	\$110/Per Field		\$100
Please Check				Facility	Time	Rental Fee		Deposit
				Recreation Center Gymnasium	Hourly	\$80/½ Gym Minimum 3 hours		\$100
				Recreation Center Gymnasium	Hourly	\$160/Full Gym Minimum 5 hours		\$100
				On-Site Porter Events w/150 or more attending	Hourly	\$20 per hour		N/A
GYMNASIUM RESERVATIONS MUST BE MADE 7 DAYS IN ADVANCE								
Deposit Required:								\$
Additional Deposit Required:								\$
Rental Fee Required								\$
Security Fee, customer notified – (date) (emp)								\$
Gym Rental On-Site Porter Required, customer notified – (date) (emp)								\$
TOTAL AMOUNT DUE								\$

FOR OFFICE USE ONLY:	
Employee Signature: _____	Date: _____ Receipt #: _____
Payment: Cash _____ Check Number _____ Credit Card: Visa MC Discover	CC AUTH # _____
Security Fee Paid: \$ _____ Emp Initial _____	On-Site Porter Fee Pd: \$ _____ Emp Initial _____

All Rentals:

1. Before a date can be reserved, all applicable fees must be paid in full, and a facility rental agreement must be completed.
2. **DEPOSITS:** Events with amplified music (live music, DJ, etc.) alcohol, or 100 or more people in attendance, require an additional deposit of \$200. **(Does not apply to hourly practice rentals).**
3. **SECURITY:** For events that have more than 150 people in attendance, the renter will be required to pay the additional security deposit and have a security officer at the expense of the renter of the facility (\$35 per hour per officer). This fee must be paid 72 hours prior to the event in the form of cash or a money order.
4. All events are subject to inspection by the Lake Jackson Police Department and Parks and Recreation staff.
5. The renter is responsible for the actions of their guests and will be held responsible for any complaints, damage or rule or law violation that may occur. Failure to abide by the rules will result in forfeiture of your deposit and termination of your event. In addition, if the Lake Jackson Police Department is required to respond to your event due to a complaint, damage or rule or law violation, ALL deposits will be forfeited.
6. **MOONWALKS:** The use of inflatable "moon walks", generators, and similar equipment is permitted but a rental receipt, certificate of liability with a minimum of \$1,000,000 in coverage and listing the City of Lake Jackson, 91 Lake Road, Lake Jackson, TX 77566 as a certificate holder, and a State Inspection certification must be provided to the Recreation – Lake Jackson prior to scheduling a function. Failure to do so will result in loss of moon walk privileges for the designated event and forfeiture of deposit.
7. Parking is allowed in designated areas only. Absolutely no parking on grass or driving on trail. Vehicles that parked in undesignated areas are subject to being ticketed and/or towed at the owner's expense; however, unloading is permitted as long as vehicles are removed immediately.
8. The facility must be cleaned and returned to its original condition by picking up litter in and around the facility and emptying all trash cans into the provided dumpster early enough to cleanup and be out of the facility on time.
9. The Lake Jackson Parks and Recreation Department reserves the right to not create a reservation until the tournament dates, league schedules, programs, etc. for primary tenants.
10. MacLean Adult Softball fields are for adult teams only and may not be rented for youth teams to practice.
11. Individuals who are eligible for a refund will receive their deposit in the mail if paid by check or cash or refunded back to their credit card within 3 to 4 weeks after their rental.

Cancellations/Changes

12. Cancellations made at least 14 days prior to rental date are eligible for a full rental refund, **less cancellation/change fee**. Cancellations made within 7-13 days prior to rental date are eligible for a 50% rental refund. Cancellations made less than seven (7) days prior to rental date are not eligible for a refund.
13. Any cancellation, and/or change in date and/or time, and/or change in location of facility rental will result in an additional \$12 cancellation/change fee.

Inclement Weather

14. In the event of inclement weather, as determined by Parks & Recreation staff, a full rental refund will be issued if the renter cancels the event **IN WRITING 48 HOURS PRIOR** to the event. **LESS THAN A 48 HOUR NOTICE AND UP TO 2 HOURS PRIOR** to the event, the renter may contact the Recreation Center during *normal facility hours*, and *reschedule* their rental to any available time slot for the same facility at no additional charge. **FAILURE TO CANCEL OR RESCHEDULE UP TO 2 HOURS PRIOR TO THE RENTAL WILL RESULT IN FORFEITURE OF THE RENTAL FEE.**

MacLean Adult Softball Field Rentals:

15. In the event the lights malfunction, contact the Parks and Recreation Department at 979-297-4533, or the Lake Jackson Police Department at 979-415-2700 and maintenance personnel will be dispatched.
16. Rentals requiring lights renter will be given a code to enter in the key pad located on the field house. Code is only good for your event.
17. Irrigation timers are not to be tampered with. Irrigation timers are reset; access is prohibited. In the event of a system malfunction, contact the Parks & Recreation Department at 979-297-4533, or the Lake Jackson Police Department at 979-415-2700 and maintenance personnel will be dispatched to the facility.
18. Fields are to be litter-free during and after games. All litter on fields, in dug-outs and around the rented area must be bagged and placed in trashcans.
19. In accordance with the city ordinance Sec. 86-67 regarding sound amplification: it shall be unlawful for any person, group or entity, while in a public park or on a public street or sidewalk, to amplify noise, music or speech to such a volume that it would disturb the sensibilities of a reasonable person residing in a surrounding neighborhood.

20. Ball field lights are programmed to turn off at 12:00 am (midnight). Renter should schedule event accordingly.
21. Glass Bottles are prohibited in all City of Lake Jackson Parks and Recreation parks and facilities.
22. The sale of alcoholic beverages is prohibited.
23. Renters may request to meet with a Parks & Recreation employee at the complex during regular business hours to ensure there is a clear understanding of facility rules, applicable City ordinances, use of bases, tools, etc.
24. **Softball Field Daily Rentals:** The Lake Jackson Parks and Recreation Department will prepare fields before the event. It will be the renter's responsibility during the event and they must provide their own field supplies.
25. The Lake Jackson Parks & Recreation Department reserves the right to cancel the field rental for the following reasons: weather conditions, scheduling conflicts, field conditions and/or facility misuse. Rental or approved events have priority over practices or open field use. Fields may be locked at times to preserve field conditions for such events.

Recreation Gymnasium Rental

26. Gymnasium rentals must be made 7 days in advance. There is a 3 hour minimum rental for all ½ Gym rentals and a 5 hour minimum rental for all Full Gym Rentals. **Refunds will not be given for hours not used.**
27. Gymnasium Rental includes facility admission for all participants or spectators. All guests must register with the front desk and will be banded.
28. Participants and spectators will be required to stay in the gymnasium area and may not roam about the facility, play in the natatorium, use the weight room or other areas throughout the building.
29. Reservation time includes set up and clean up and no extension of time will be allowed. Renters will be charged \$50 for every 15 minutes they are occupying the rental space beyond the contracted schedule end time.
30. Events with 150 or more participants and spectators will require onsite porters at the expense of the renter of the facility (\$20 per hour). This fee must be paid 72 hours prior to the event.
31. All children six (6) years of age and under must have a parent/guardian 18 years of age or older within arm's reach of them anywhere in the facility. This includes but is not limited to, the gym area, locker rooms, restrooms, and hallways. (Each child and parent/guardian must wear the wrist band given by the Recreation Center staff).
32. Children 10 years and older may enter the facility without an adult 18 years or older.
33. If tables and chairs are needed for event Renter is responsible for notifying staff at the time of their rental and will be responsible setting up and taking down (limited number of tables and chairs available).
34. Renter is responsible for cleaning tables/chairs, dust mopping and spot mopping gym floor, and picking up trash including in and under bleachers.
35. Absolutely no food and drinks may be brought in the Gymnasium.
36. All amplified music or PA systems must be used at a reasonable level as not to interfere with other Recreation Center guests. Any profanity through a p.a. system will result in the immediate termination for your event.

Signature designates applicant has read, understands and agrees to comply with the rules and the regulations stated. Failure to comply may constitute forfeiture of deposit and /or event termination. Applicant understands that the City of Lake Jackson is not responsible for any actions that take place during or resulting from this event and is immune from liability for any cause of action which may arise as a result of negligence of the City of Lake Jackson or any person involved with or attending this event. I agree to indemnify and hold the City of Lake Jackson harmless from all liability for the foregoing.

Signature: _____ Date: _____